

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 18

September 13, 2012

**SUBJECT: PROBATIONARY SERVICE RATING REPORTS - REVISED;
 PROBATIONARY SERGEANT PERFORMANCE CHECKLIST -
 ACTIVATED; AND AREA PROBATIONARY COORDINATOR -
 REVISED**

PURPOSE: This Order amends Department Manual Section 3/760.40, *Probationary Service Rating Reports*, and establishes the Probationary Sergeant Performance Checklist (Checklist), Form 01.87.04. The Checklist establishes specific measures of performance to assess and guide the probationary sergeant's daily performance. This Checklist will be used to document the performance of a probationary sergeant in six categories (e.g., Development of Subordinates, Supervisory Administrative Skills, Use of Force and Personnel Complaint Investigations, Communication and Community, Field Duties, and Civil Rights Oversight of Field Operations). These specific categories have been implemented to ensure that the probationary sergeants engage in the activities that will develop the skills they need to satisfactorily perform the duties of a sergeant.

Previously, a Standards Based Assessment (SBA) - Lieutenant and Below, Form 01.87.00, was required for each month during the probationary period for all lieutenants, sergeants, and detectives. The Probationary Sergeant Performance Checklist, Form 01.87.04, will replace the existing SBA for probationary sergeants and will eliminate the need for watch commanders to complete monthly evaluation reports during a sergeant's probationary period. Instead, watch commanders will evaluate performance on an ongoing basis and regularly document the progress on the Checklist. Probationary sergeants that have already begun being evaluated using the SBA shall continue to be assessed using the SBA until the completion of their six-month probationary period. However, the Checklist may be used as reference for training new sergeants. This Order does not change the process for evaluating the performance of probationary detectives and lieutenants.

Additionally, the coordinator at the Area is the Probationary Coordinator and will no longer be referred to as the P-I Coordinator.

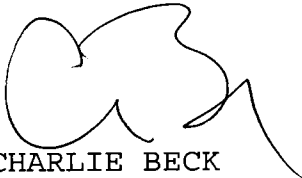
PROCEDURE:

- I. PROBATIONARY SERGEANT PERFORMANCE CHECKLIST, FORM 01.87.04 - ACTIVATED.** The Probationary Sergeant Performance Checklist, Form 01.87.04, is activated. Each probationary sergeant must complete the training by being signed off as "Competent" in all of the Checklist tasks by the end of each probationary sergeant's sixth-month probationary period. As per Civil Service Rule 5.26, if any probationary sergeant is absent in excess of seven calendar days in the aggregate, whether on leave or not, and including restricted duty, the probationary period will be extended for the period missed.
- A. Use of Form.** This form is used to document the performance of probationary sergeants.
- B. Completion.** Watch commanders are to utilize the Instructions, located on page 2 of the Checklist, for guidelines on completing this form.
- C. Distribution.** The distribution for the Checklist is as follows:
- 1 - Original, Personnel Division (Records)
 - 1 - Copy, employee's divisional file
 - 1 - Copy, employee
 - 3 - TOTAL**
- II. PROBATIONARY SERVICE RATING REPORTS - REVISED.** The Lieutenants and Below portion of the Department Manual Section 3/760.40 has been revised. See the attached Manual Section with changes in italics.
- III. AREA PROBATIONARY COORDINATOR - REVISED.** The coordinator at the Area is the Probationary Coordinator and will no longer be referred to as the P-I Coordinator. The duties of the Area Probationary Coordinator, regarding probationary sergeants, are outlined on page 2 in the attached Checklist.

FORM AVAILABILITY: The Probationary Sergeant Performance Checklist is available in LAPD E-Forms on the Department's Local Area Network. A copy of the Checklist is attached for immediate use and duplication.

AMENDMENTS: This Order amends Section 3/760.40 of the Department Manual and activates the Probationary Sergeant Performance Checklist. The Field Training Manual will be updated.

AUDIT RESPONSIBILITIES: The Commanding Officer, Internal Audits and Inspections Division, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.

A handwritten signature in black ink, appearing to be 'C. Beck', with a stylized flourish at the end.

CHARLIE BECK
Chief of Police

Attachment

DISTRIBUTION "D"

DEPARTMENT MANUAL
VOLUME III
Revised by Special Order No. 18, 2012

760.40 PROBATIONARY SERVICE RATING REPORTS. Probationary service rating reports shall be completed as follows:

Captains and Above. A Performance Evaluation Report – Captains and Above, Form 01.33.00, shall be completed for each officer in the rank of Captain and above every three months during his/her probationary period.

Lieutenants and Below. A Standards Based Assessment – Lieutenants and Below, Form 01.87.00, shall be completed each month during the probationary periods of all lieutenants and detectives. *The Probationary Sergeant Performance Checklist, Form 01.87.04, shall be completed for probationary sergeants. Watch commanders will evaluate performance on an ongoing basis and regularly document the progress on the Checklist. Each probationary sergeant must complete the training by being signed off as “Competent” in all of the Checklist tasks by the end of each probationary sergeant’s sixth month probationary period. If a probationary period is interrupted for another assignment, e.g. detectives, the employee must complete all Checklist task items and his/her six-month period before the probation is deemed complete.*

Entry-level Probationary Officers. A Probationary Police Officer *Weekly* Evaluation Report, Form 01.78.01, shall be completed for each entry-level probationary police officer who has completed the recruit phase of training.

During Phase II of the probationary period, each probationary police officer shall be rated bi-weekly on the Form 01.78.01. During Phase III of the probationary period, the Form 01.78.01, shall be completed at the conclusion of each deployment period for the remainder of the officer’s probationary period.

Note: When the commanding officer of a probationary officer determines to extend the Phase II training, probationary ratings shall be continued on a bi-weekly basis until the probationer is passed to Phase III.

Only actual observed performance shall be evaluated. Field training officers and supervisors are not obligated to rate every function delineated on the Probationary Police Officer Evaluation Report, Form 01.78.01. The *Probationary Police Officer Evaluation Continuation Sheet*, Form 01.78.11, shall be completed to explain the “below standard” ratings given for each function rated.

Exceptions: A Standards Based Assessment – Lieutenants and Below, Form 01.87.00, shall be completed in lieu of the Form 01.78.01 when:

- The officer’s probationary term is successfully completed during the deployment period covered, or
- The officer fulfilled a function or primary duty assignment other than patrol or traffic during the major portion of the deployment period covered.

Civilian Employees. A Probationary Civilian Evaluation Report, Form 01.78.03, shall be completed for entry-level civilian employees and for newly promoted civilian employees during each month of their respective probationary periods.

PROBATIONARY SERGEANT PERFORMANCE CHECKLIST

Name of Probationary Sergeant _____

Serial No. _____

Date Promoted: _____

Date Probation Ends: _____

SUMMARY OF PERFORMANCE CATEGORIES AND TASKS

A. Development of Subordinates

- Feedback to and counseling of officers to affirm or adjust performance or behavior
- Complete Employee Comment Sheet(s)
- Complete Minor Commendation Report(s)
- Mentor and career development of subordinates
- Complete Supervisor's Weekly Report(s)
- Review and approve Probationary Officer Divisional Notebooks and Probationary Officer Evaluation Reports

_____ Date Completed

B. Supervisory Administrative Skills

- Complete Sergeant's Daily Report(s)
- Pursuit Management and Reports
- Review Daily Field Activities Report(s), Traffic Notice(s) to Appear, and Field Interview Report(s)
- Complete Training Evaluation and Management System (TEAMS) II Action Items
- TEAMS II – Risk Management Information System reviews
- Complete Standards Based Assessment(s) - Lieutenant and Below
- Investigate and complete a Failure to Qualify and a Failure to Appear project
- Service of subpoenas (hard copy and E-Subpoena)

_____ Date Completed

C. Use of Force and Personnel Complaint Investigations

- Field management and investigation of Non-Categorical Use of Force
- Complete Non-Categorical Use of Force Report(s)
- Field management of Categorical Use of Force(s)
- Complete Personnel Complaint Intake(s)
- Complete Personnel Complaint Investigation(s)

_____ Date Completed

D. Communication & Community

- Prepare and present training during roll call
- Community Interaction

_____ Date Completed

E. Field Duties

- Incident management, Incident Command System (ICS)
- Respond and provide advice for field calls
- Self-initiate observations of field activities
- Develop and share field patrol crime reduction strategies
- Conduct debriefings of field activities
- Conduct Check-in and Check-out procedures
- Overtime and workload management
- Call load monitoring (response time, cross over/cross in, etc.)

_____ Date Completed

F. Civil Rights Oversight of Field Operations

- Review and approve Investigation Reports
- Workplace environment management
- Oversight of officers' self-initiated field activities
- Oversight of search and seizure activities in the field

_____ Date Completed

Depending on the volume of activity in the division of assignment, some tasks may require an alternative training activity to demonstrate competency of the task. Watch commanders and training coordinators shall be responsible for coordinating appropriate training activities whenever there is no opportunity to actually perform the task.

PROBATIONARY SERGEANT PERFORMANCE CHECKLIST

Name of Probationary Sergeant _____

Serial No. _____

INSTRUCTIONS

The Probationary Sergeant Performance Checklist (Checklist) is an essential element of the development of newly promoted sergeants. The Checklist establishes specific measures of performance to both assess and guide the new sergeant's daily performance.

General Instructions:

- This Checklist is to be completed by the watch commanders (i.e., Lieutenants and Sergeants II) at the probationary sergeant's division of assignment.
- All of the tasks must be signed off as "Competent" prior to the end of the sergeant's probationary period.
- The completed Checklist is to be signed, served, and placed in the employee's divisional file and personnel package.
- The working copy of the Checklist is to be kept in the WC's office.
- All supervisors who evaluate the probationary sergeant are to complete page 15.

Area Probationary Coordinator Instructions:

- Prepare a new Checklist for each probationary sergeant and place it in the WC's office;
- Conduct routine audits to ensure that progress is being made to complete the Checklist; and,
- Liaise with the WC as appropriate, to review areas requiring completion on the Checklist.

Watch Commander Instructions:

- Actively observe and review the performance of the probationary sergeant.
Note: Probationary sergeants may often perform multiple tasks on this Checklist in a single shift.
- Complete supporting performance documents (e.g., Employee Comment Sheet, Form 01.77.00 or Minor Commendation Report, Form 01.27.00, Notice to Correct Deficiencies (NTCD), Form Gen. 78) as appropriate.
Note: There should be at least one performance document for each of the six Checklist categories **within the six-month probationary period**.
- Provide and/or arrange for task specific training as needed (e.g., mock training scenarios).
- Create or assign performance opportunities for tasks on the Checklist (e.g., real tasks).
- Meet at least once a month with the probationary sergeant to review progress made on the Checklist.

Sample Entry

Date	WC Initials	Performance Document Completed Type			Competent		Training Given		How Trained
3/26/11	CB	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	CC	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	V (S) R W

** Indicates Items likely to require mock training scenarios.*

PROBATIONARY SERGEANT PERFORMANCE CHECKLIST

Name of Probationary Sergeant _____

Serial No. _____

A. Development of Subordinates

- **Feedback to and counseling of officers to affirm or adjust performance or behavior**
 - Identify performance that met or did not meet Department standards.
 - Follow the *Employee Counseling Meeting Model Checklist* (available on the Employee Relations Group (ERG) web page).
 - Complete appropriate performance document or provided verbal explanation when document is not completed.

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W

- **Complete Employee Comment Sheet(s), Form 01.77.00**
 - Follow the *Employee Counseling Meeting Model Checklist*.
 - Use for the right purpose and followed the 4-part Comment Card Format (available on the ERG web page).
 - Narrative includes specific description of employee actions (not opinion statements).

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W

- **Complete Minor Commendation Report(s), Form 01.27.00**
 - Narrative includes specific description of employee actions (not opinion statements).

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W

PROBATIONARY SERGEANT PERFORMANCE CHECKLIST

Name of Probationary Sergeant _____

Serial No. _____

○ **Mentor and career development of subordinates**

- Conduct individual meetings with subordinates to discuss career goals.
- Arrange appropriate training to assist employee to achieve career goals.
- Identify/coordinate assignments or loans to assist employee to achieve career goals.

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W

○ **Complete Supervisor's Weekly Report(s), Form 01.78.16**

- Observe probationer (P1) field activities during the week (e.g., respond to calls, review reports).
- Meet with the Field Training Officer (FTO) and discuss the P1's strengths and weaknesses.
- Provide constructive feedback – both verbal and written.

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W

○ **Review and approve Probationary Officer Divisional Notebooks and Probationary Officer Evaluation Reports**

- Regularly review FTO entries in the P1 Notebook for content.
 - Is remediation documented?
 - Do the entries have descriptions of the P1's actions, not opinions of the FTO?
 - Are the FTO's efforts to train and give feedback documented?
 - Are there performance descriptions that match the rating categories?
- Review completed rating to ensure it is supported by the daily entries.
- Conduct verbal quizzes of P1's on categories signed-off by FTO but not observed by probationary sergeant.

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W

PROBATIONARY SERGEANT PERFORMANCE CHECKLIST

Name of Probationary Sergeant _____

Serial No. _____

B. Supervisory Administrative Skills

o Complete Sergeant's Daily Report(s), Form 15.48.00

- Does the "Narrative" address appropriate topics:
 - o What actions did you take today to help the officers achieve the Department, Area, watch goals and objectives?
 - o What actions did you take today to help improve the knowledge, skills, and abilities of the officers?
 1. Only log field calls that provide information about existing or emerging crime trends and what you are doing about them.
 2. Provide information about the performance or training needs of the officers and what you are doing to improve performance or resolve training needs (do not include personnel issues).
 3. Provide information about the needs and expectations of the community and how you are leading the officers to fulfill those needs.
 4. Significant incident or unusual occurrence that might attract media attention or warrant reporting via the chain of command.

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W

o Pursuit Management and Reports*

- Actively manage and control the pursuit per Department policy (Manual Section 1/555)
 - o Ensure Air Unit tracking
 - o Ensure proper reason for the pursuit
 - o Terminate unsafe or out-of-policy pursuits
 - o Ensure facts are broadcast (e.g., suspect actions, direction & speed, reason for pursuit)
 - o Ensure the appropriate deployment of vehicle intervention techniques such as PIT maneuver or spike strip *
- Complete all sections of the Vehicle Pursuit Report (VPR), Form 01.14.00.
- Write a thorough, descriptive narrative in the VPR. Use the VPR Checklist located on the Department's Local Area Network (LAN) under the Pursuit Review Unit tab.

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W

PROBATIONARY SERGEANT PERFORMANCE CHECKLIST

Name of Probationary Sergeant _____

Serial No. _____

○ **Review Daily Field Activities Reports (DFARs), Form 15.52.00; Traffic Notice(s) to Appear, Form 04.50.00; and Field Interview Report(s) (FI), Form 15.43.00**

- Review Patrol DFARS for errors:
 - Call dispositions
 - Incident numbers
 - Call description
 - Correct time totals
 - Activity Summaries (arrests, cites, FIs, etc.) match line entries
 - Check in Sergeant's initials
 - Serial # of supervisors approving overtime
- Review Citations for errors:
 - Correct court date/location
 - Correct Vehicle Code section
 - DR # for juveniles
 - Review for completeness
- Review FIs for errors:
 - Useful narrative
 - RD #
 - Telephone # and address

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W

○ **Complete Training Evaluation and Management System (TEAMS) II Action Items (AI)**

- Does the narrative give relevant information, analysis, justification and employee response?
- Was the AI completed in a timely manner?

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W

○ **TEAMS II – Risk Management Information System (RMIS) reviews**

- Demonstrate use of appropriate RMIS reports when completing AIs and Standards Based Assessments (SBA), Form 01.87.00.
- Review RMIS reports as appropriate when counseling officers for sub-standard performance.
- Review TEAMS data on officer newly assigned to the sergeant's den.

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W

PROBATIONARY SERGEANT PERFORMANCE CHECKLIST

Name of Probationary Sergeant _____

Serial No. _____

		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
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o **Complete Standards Based Assessment – Lieutenant and Below, Form 01.87.00**

- Was the SBA completed on time?
- Are all of the categories accounted for?
- Is there an explanation for any “Not Applicable” strikeouts?
- Are performance documents attached (e.g., Comment Cards, commendations)?
- If a “Needs Improvement” box is checked, does the attached documentation support the elements of the standard checked?
- Does the TEAMS training review describe the relevance of the training to the employee’s assignment?
- Were the appropriate supplements completed?

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W

o **Investigate and complete Failure to Qualify and Failure to Appear project(s)**

Note: Each bureau may complete this project differently.

- Inspect, investigate and interview the officer to determine why he/she failed to qualify or appear.
- Determine if there is a pattern and document results as required by command.
- Take appropriate actions such as training or discipline, if necessary.

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W

PROBATIONARY SERGEANT PERFORMANCE CHECKLIST

Name of Probationary Sergeant _____

Serial No. _____

○ Service of subpoenas (hard copy and E-Subpoena)

- When assigned, pull and deliver all subpoenas for officers working that shift.
- Ensure officers sign the subpoena and initial the Subpoena Control Book.
- Complete the service portion of the subpoena and initial the Subpoena Control Book.
- Ensure officers sign-on to GroupWise and check their e-mails for subpoenas.
- Review the E-Subpoena database for unserved subpoenas.

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W

C. Use of Force and Personnel Complaint Investigations

○ Field management and investigation of Non-Categorical Use of Force (NCUOF)

- Canvass scene for witnesses.
- Interview witnesses for statements.
Note: You must give a Miranda warning to a suspect being interviewed for a UOF investigation
- Tape-record witness interviews for Level 1 investigations (*only non-Department employees*).
- Preserve/Collect evidence (e.g., photos: victim, officers, and suspects).
- Handle non-force related complaints of misconduct.

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W

○ Complete Non-Categorical Use of Force Report

- Ensure the UOF report sections and arrest report match.
- Know the difference between a Level 1 and Level 2 NCUOF (Special Order No. 13, 2004).
- Complete the Medical Treatment Section (check: Verified, Observed, or Reported).
- Ensure ALL witnesses are listed (includes non-involved Department employees and non-Department witnesses).
- Ensure recorded interviews are conducted according to Department standards (e.g., professional, no leading questions, etc.).

PROBATIONARY SERGEANT PERFORMANCE CHECKLIST

Name of Probationary Sergeant _____

Serial No. _____

○ **Complete Non-Categorical Use of Force Report continued:**

- Complete content for section headings: Canvassing, Witnesses Not Separated, Incident Overview, etc.
- Ensure medical treatment when needed and injuries are photographed, detailed, and listed.
- Attach Authorization to Release Medical Information, Form 05.03.00, or explain why there is no form.
- Attach photographs and other evidence.
- Explain any conflicts or discrepancies.

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W

○ **Field management of Categorical Use of Force***

- Immediately take action to gain control of the incident.
- Get a Public Safety Statement from involved officers.
- Separate all involved employees and ensure they are monitored.
- Preserve the scene, evidence, and witnesses.
- Make notifications: WC and Real-Time and Critical Response (RACR) Division.

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W

○ **Complete Personnel Complaint Intake**

- Accept all public complaints.
- Conduct a preliminary investigation.
 - Interview complainant and witnesses (tape-record).
 - Canvass scene for witnesses and evidence.
- Complete a Complaint Form via TEAMS Complaint Management System (CMS).

PROBATIONARY SERGEANT PERFORMANCE CHECKLIST

Name of Probationary Sergeant _____

Serial No. _____

○ **Complete Personnel Complaint Intake continued:**

- Submit complaint via TEAMS to the Area/division commanding officer and Internal Affairs Group (IAG) within 10 days.
- Consider Alternative Complaint Resolution (ACR).

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W

○ **Complete Personnel Complaint Investigation**

- Follow guidelines in *Investigative Strategies Booklet* located on the Professional Standards Bureau web page under, "Forms".

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W

D. Communication & Community

○ **Prepare and present training during roll call**

- Identify training needs of the watch (e.g., skill, knowledge, confidence deficiencies, etc.).
- Develop and prepare curriculum for a specific topic. Use facilitation-based training vs. lecture.
- Use learning activities to actively involve the officers in the training topic.

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W

○ **Community Interaction**

- Attend and speak at community meeting(s).
- Interact with the community; explain policy and procedures (radio calls, station calls, etc.).

PROBATIONARY SERGEANT PERFORMANCE CHECKLIST

Name of Probationary Sergeant _____

Serial No. _____

○ **Community Interaction continued:**

- Make a brief Media statement (possibly at an accident, crime scene, or press conference).*
- Build partnerships with community members and organizations (e.g. businesses, schools, religious groups, and community based organizations, etc.).

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W

E. Field Duties

○ **Incident management, Incident Command System (ICS)**

- Assume command at field incident(s). See *Supervisor's Field Operations Guide (FOG)*.
- Use the ICS to manage the incident.
- Establish clear incident objectives and assign missions based on them.
- Manage resources to resolve the incident.
- Demonstrate knowledge of Tactical Alerts and Mobilization procedures.

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W

○ **Respond and provide advice for field calls**

- Respond to requests for a supervisor.
- Debrief calls with officers and give performance feedback.
- Document performance feedback on Employee Comment Sheets, commendations and/or NTCDs, as appropriate.

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W

PROBATIONARY SERGEANT PERFORMANCE CHECKLIST

Name of Probationary Sergeant _____

Serial No. _____

○ **Self-initiate observations of field activities**

- Respond to field radio calls without being requested by officers.
- Debrief calls with officers and give performance feedback.
- Document performance feedback on Employee Comment Sheets, commendations and/or NTCs, etc.
- Respond to calls associated with divisional objectives or crime trends.

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W

○ **Develop and share field patrol crime reduction strategies (e.g., community policing strategies, daily work plans for officers, knowledge of crime trends, etc.)**

- Ensure officers utilize crime information sources [e.g., Smart board, Senior Lead Officer's (SLOs) bulletin boards, Crime Analysis Detail reports] to develop work plans.
- Set a specific daily mission or goal with officers and assess results.
- Use knowledge of crime trends to develop immediate action plans to address crime trends.
- Coordinate action plans and daily missions with SLOs, gang units, Vice, and detectives.
- Coordinate with SLOs and officers to identify specific quality of life problems and develop patrol action plans to address these problems.
- Monitor and report measurable daily goal and action plan successes.

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W

○ **Conduct debriefings of field activities**

- Use for any type of call or incident.
- Ask "What worked?" - "What didn't work?" - "What would you do differently next time?"

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W

PROBATIONARY SERGEANT PERFORMANCE CHECKLIST

Name of Probationary Sergeant _____

Serial No. _____

		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
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○ **Conduct Check-in and Check-out Procedures**

- Inspect for damage to vehicles or equipment.
- Check-in officers at end-of-watch.
- Determine if officers will be on overtime and report to on-coming watch commander.
- Ensure officers log-on and clear without delay.

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W

○ **Overtime and workload management**

- Ensure the overtime unit receives relief or support whenever possible.
- Monitor officers' productivity during overtime hours.
- Advise watch commander of the status of officers working overtime.

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W

○ **Call load monitoring (response time, cross over/cross in, etc.)**

- Ensure officers clear from calls without delay.
- Cancel outside units and assign to available units whenever possible.
- Monitor call assignments via Mobil Digital Computer or Area Command Center. Reassign calls when needed due to proximity, basic car area, overtime management, etc.

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W

PROBATIONARY SERGEANT PERFORMANCE CHECKLIST

Name of Probationary Sergeant _____

Serial No. _____

F. Civil Rights Oversight of Field Operations

o Review and approve Investigation Reports

- Is the report complete (correct title, all boxes filled, narrative, signatures, etc)?
- Were the proper headings used?
- Does the narrative describe elements of the crime?
- Was a thorough investigation completed (canvassing, witnesses, evidence, etc.)?
- Is there complete contact information for all involved people?

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W

o Oversight of officers' self-initiated field activities (e.g., probable cause to stop, reasonable suspicion detentions, consensual encounters, etc.)

- Test officer's knowledge of:
 - Elements of crimes (California Penal Code)
 - Traffic stops vs. investigative stops
 - Reasonable suspicion vs. probable cause
 - Consensual encounters
 - Elements of traffic violations (Vehicle Code)
 - Ordering drivers/occupants from vehicles
 - Department policy on Biased Policing
- Reinforce the Department's Policy on broadcasting Code-6 locations.
- Ensure all Department forms, reports and citations are detailed, descriptive, and completed in an accurate and timely manner.
- Provide insight on how to prepare and testify in administrative and criminal proceedings.

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S	R	W

o Workplace environment management (e.g., prevention of discrimination, retaliation, hazing, horseplay, sexual harassment, etc.)

- Demonstrate knowledge of what actions constitute discrimination, sexual harassment, retaliation, hazing, or otherwise violate Department policy.

PROBATIONARY SERGEANT PERFORMANCE CHECKLIST

Name of Probationary Sergeant _____

Serial No. _____

○ **Workplace environment management continued:**

- Remove inappropriate objects or posters from worksite locations.
- Recognize, stop, and document at risk behaviors.

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W

○ **Oversight of search and seizure activities in the field**

- Test officers' knowledge of:
 - Search of person: weapons vs. identification vs. contraband (cite authoritative documents and case law).
 - Handcuffing (cite authoritative documents and case law)
 - Parole & Probation searches: Person & Property (cite authoritative documents and case law)
 - Traffic stops: Ordering violator and/or occupants out of the vehicle.
 - Search of vehicle: weapons vs. identification vs. contraband vs. impound inventory (scope of search & reason).
 - Rights of officers to search vs. consensual search.
 - "Miranda Admonition" (5th and 6th Amendment).
 - Probable Cause to Arrest vs. Investigative Detention (de facto arrest).
- Provide insight on how to prepare and testify in administrative and criminal proceedings.

Date	WC Initials	Performance Document Completed		Type	Competent		Training Given		How Trained
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W

List of supervisors responsible for completing this Checklist:

Rank	Name (print)	Serial No.	Initials	Division
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

PROBATIONARY SERGEANT PERFORMANCE CHECKLIST_____
Name of Probationary Sergeant_____
Serial No.☐ **SATISFACTORY**

Successfully demonstrated by actual performance of the duties and responsibilities of Police Sergeant fitness to hold the position of Police Sergeant.

☐ **UNSATISFACTORY**

Failed to demonstrate by actual performance of the duties and responsibilities of a Police Sergeant fitness to hold the position of Police Sergeant.

Watch Commander's Rank, Name & Serial No.

Print Name

Watch Commander's Signature_____
Date_____
Commanding Officer's Rank, Name & Serial No.

Print Name

Commanding Officer's Signature_____
Date

I hereby acknowledge that I have received a copy of this document and I understand that my signature does not indicate agreement. I further understand that this document will be placed in my personnel package.

Employee's Signature_____
Date